

Appendix B Personal email security commitment

1. As an elected Member of Cambridgeshire County Council ("the Council") I am registered, as the law requires, with the Information Commissioner as a controller and processor of data. I acknowledge that this places certain responsibilities on me to uphold the statutory Principles relating to data protection. This includes my duty to take appropriate technical and organisational measures to prevent accidental loss or destruction of, or damage to, personal data which I process and hold.

2. The Council has various policies in place to govern and manage the risks posed to the data and information it holds and I accept that the use of personal email is a security risk as it can increase the risk of email security incidents and reduces the control of, and what the Council can do to manage, this risk. I understand that these risks include (but are not limited to) cyber security threats such as viruses, hacking, cyber ransoms and phishing and accidental disclosures. I also understand that the Council's network is configured and managed to prevent and warn against such risks and minimise the damage in the event of a successful attack.

3. I wish to use a personal or alternative email account in order to discharge my duties as a Cambridgeshire County Council Member and the Council has agreed to correspond with me using a personal/alternative email account for those purposes. I understand that both I and the Council will abide by the Council's Email Policy, which states the following principles:

- all Members and Council staff to use their @cambridgeshire.gov.uk email address for Council business unless a Member has signed this personal email commitment statement;
- all Members and Council staff to use County Council laptops/PCs, devices protected by Council security software i.e. 'Blackberry' software or County Council remote access to access CCC email accounts;
- all Members and Council staff to undertake the data protection/information governance awareness e-learning training;
- all staff to contact Members on Council business using their @cambridgeshire.gov.uk address to maintain security where the Member is using a Council email address;
- no Official Sensitive Council information should be sent to Members' personal email accounts.

4. I am committed to ensuring the integrity and confidentiality of the Council's information and in order to safeguard the Council's information I confirm that I will take all reasonable measures to reduce the risks associated with my personal email accounts so far as reasonably practicable. I accordingly confirm I will, as a minimum:

- Change my personal email account password every 90 days and maintain the security of my email account password
- Ensure I use a strong password (using more than 8 characters including upper and lower case and special characters)
- Use 2 factor authentication sign in where available

- Ensure completion of the Council's Member data protection e-learning course and read the Council's email policy together with any refresher training as required
- Not click on any links within emails where I am not certain of their security credentials
- Ensure that I have a sufficient backup of emails with my email provider
- Maintain adequate anti-virus on any device which I use to access my email
- Ensure the security of devices which I use to access my email such as locking screen when not in use, encrypting the device, password protection, secure WIFI/network connection.
- Inform the Council immediately by emailing data.protection@cambridgeshire.gov.uk if there is a breach of my personal email account
- Take all other reasonable technical and organisational measures which will enhance the security of my email account and the Council's information
- Comply with all applicable Council policies and obligations relating to its information including freedom of information and data retention requirements
- Immediately upon ceasing to be a Member for the Council return all information or data held and/or securely purge, delete or destroy all copies of such information or data and if required will provide confirmation that this has been done.

5. I understand that the use of a personal or alternative email account will be at my risk and I am taking responsibility for the security of the Council's data and information which is sent to or by me, or otherwise processed by me using such an email account.

6. I also understand that the Information Commissioner may take action against me in the event of a data protection breach. The sanctions imposed by the Information Commissioner may include written undertakings and audits but also monetary penalties.

Signature:

Name:

Date: